

Health Departments

AIDS Drug Assistance Program Client Files

LRDA Number 20121856

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the AIDS Drug Assistance Program. The records may contain but are not limited to applications with associated documentation, approval or denial documentation, copies of client financial records, related correspondence and similar records.	Three (3) federal fiscal years from the end of the fiscal year to which it pertains.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 300ff-11 et seq., NRS 441A.220, NAC 239.165	None.

Air Pollution: Data

LRDA Number 20070650

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents compliance with federal and state law to monitor and collect ambient air quality data for pollutants deemed to be harmful by the U.S. Environmental Protection Agency (EPA).	Five (5) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 445B.580, NAC 445B.315	None

Air Pollution: Inventory of Emissions

LRDA Number 20070651

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is a comprehensive listing, by source, of air pollutant emissions associated with a specific geographic area for a specific time interval.	Permanent.	None	40 CFR 58.15	None

Ambulance Service Permits File

LRDA Number 20071273

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the information required to be submitted with an application for issuance or renewal of a service permit for the operation of an ambulance, air ambulance and vehicles of a firefighting agency used in emergencies. This series may contain but is not limited to initial/renewal permit application, inspection reports, background information, correspondence and related documentation.	Three (3) years after expiration.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.200 through 450B.230, NAC 450B.510 through 450B.640, NRS 11.190 3d	None

Health Departments

Application for Solid Waste Permits: Denied, Incomplete or Withdrawn

LRDA Number 20071444

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the applications that were never finalized of facilities that store, treat and/or dispose of solid materials in accordance with federal and state law and regulation. This series may contain but is not limited to draft application, design plans, emergency preparedness plan, closure plan, financial assurance plan, evaluation documentation, letter of deficiencies, denial letter, supporting documents, correspondence, and similar documentation.	Three (3) calendar years from the end of the calendar year in which the last action was recorded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	42 USC section 6912, 40 CFR Parts 257 and 258, NRS Chapter 444, NRS 11.190(3)(d) and NAC Chapter 444	None

Birth Certificates

LRDA Number 20070654

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the original certificate of birth for all births occurring in the county.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1); NRS 440.650(2), NAC 440.070(2)	None.

Burial Transit Permits

LRDA Number 20070655

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents transit permits issued in accordance with state law and regulation. Permits indicate the name of the cemetery, mausoleum, columbarium or other place of burial where the human remains will be interred, inurned or buried.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 440.500, NAC 451.130	None

Burning Permits

LRDA Number 20071474

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued to individuals for open air burning. Information may include but is not limited to name, address, phone number, location of burn, fire protection equipment and conditions required, date and time, and signatures of permitted and issuing officer.	Two (2) calendar years after the denial, revocation, or expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(e)	None

Health Departments

Certificate of Occupancy Logs

LRDA Number 20070657

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains copies of certificates of occupancy which document that a structure complies with the minimum health standards required by state and local laws.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Certificates of Stillbirth

LRDA Number 20070658

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains certificates or forms documenting stillbirths.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.340, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Closures of Facilities

LRDA Number 20070659

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the closure of food and other types of facilities due to violations of state and /or local health laws or regulations.	Six (6) calendar years from the end of the calendar year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRSD 11.190 (3)(d)	None

Communicable Disease Case Files

LRDA Number 20121858

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of confidential case files of reportable communicable diseases. The file may include but is not limited to patient's name, age, sex, race, birth date, occupation, employer, address, disease, diagnosis, date of diagnosis, lab results, reporting physician; hospital or agency, copies of notification letters, copies of medical records or reports, CDC forms, related correspondence and similar records.	Six (6) calendar years from the date of receipt or production.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165	None.

Health Departments

Communicable Disease Case Files – Lifetime Extension

LRDA Number 20200000

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of lifetime extension case files detailing the diagnosis, progress, demographic and location information of communicable diseases reported and/or treated by the health district. These confidential files (NRS 441A.220) are maintained for the lifetime of the individual. Information may include but is not limited to: patient's name, age, sex, race, birth date, occupation, employer, address, disease, diagnosis, onset of illness, date of diagnosis, lab results, various forms, reporting physician; hospital or agency information, notification letters, medical records or reports, CDC forms, associated documentation, and related correspondence.	Retain for the lifetime of the individual (if known) or until presumed dead at age one hundred (100), whichever is sooner.	This record series contains confidential (NRS 441A.220) and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 441A, NAC Chapter 441A, NRS 441A.220 to NRS 441A.230, NAC 239.165	This series is not the official Patient Medical Record (See LRDA# 20121851 and LRDA# 20181989) but may contain similar information. This series contains data which will be retained for statistical analysis and population based reporting.

Communicable Disease/TB Control Reports

LRDA Number 20121860

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of statistical reports documenting confirmed cases of communicable disease. Reports may contain but are not limited to coded patient information, special studies, narratives on communicable diseases within the county, and similar data.	If the reports are submitted to a regulatory body (such as the State Board of Health, State Health Officer, State Health Division, CDC) retain for a minimum period of two (2) calendar years from the date of submission, or for the period required by the regulatory agency, whichever is longer. If the reports are not submitted to a regulatory agency retain permanently.	These are usually statistical reports and should not contain personally identifying information. If the reports do contain personally identifying information that information is confidential and must be destroyed in a secure manner.	NRS Chapter 441A and NAC Chapter 441A	None.

Daily Meteorological Data

LRDA Number 20070662

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This information is often used in the permitting process to document meteorological conditions related to air quality.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value

Health Departments

Dairy Samples

LRDA Number 20070663

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the results of milk and other dairy product samplings for compliance with state and local quality standards.	Three (3) calendar years from date results received.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 584.5782	None

Death Certificates

LRDA Number 20070664

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the original certificate of death for all deaths occurring in the county.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1), NRS 440.650(2), NAC 440.070(2)	None.

Delayed or Altered Birth Records

LRDA Number 20071566

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the alteration of birth certificates. The files may consist of but are not limited to delayed or altered certificates filed in accordance with NRS 440.630 and supporting documentation.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.630, NRS 440.170(1), NRS 440.650(2), NAC 440.070(2)	None.

Dog Bites

LRDA Number 20070665

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains reports of dog bites and may include but is not limited to case number, information on person bitten, incident information, treatment given, dog type, results of investigation, correspondence and similar documents.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 441A.425	None

Health Departments

Emergency Medical Services (EMS) License / Certification Files

LRDA Number 20071274

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the application for licensure and/or certification for all categories of emergency medical technicians, firemen, ambulance attendance, and first responders, pursuant to NRS Chapter 450B and NAC Chapter 450B. Records may include but are not limited to: applications, attestations including applicant meets or exceeds eligibility and legal standards for licensure and/or certification, training completion/reports (original and renewals), copies of certification and/or license, renewal forms with supportive documentation, testing documents, skills checklist with sign-off, associated documentation, and related correspondence.	Retain records which document EMS licensing and/or certification for a minimum period of three (3) calendar years from the end of the calendar year in which the license and/or certification was denied, revoked, or lapsed. If the applicant fails to be licensed and/or certified, retain the records for a minimum period of three (3) calendar years from the end of the calendar year in which the individual failed to be licensed and/or certified.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B and NAC Chapter 450B, NRS 11.190 3d, 42 USC section 405 (c)(2)(C)(viii).	None.

Emergency Medical Services (EMS) Course Files

LRDA Number 20071275

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document EMS Training Courses as required by state law/regulation. This series may contain but is not limited to notice to conduct EMS training form, course materials submitted for approval, course outlines, individual and/or agency request for approval of EMS course, approval/denial letters, letters of authorization, assigned course numbers, testing documents, course completion reports, attendance summary, skills summary, training records, record of completion of training, course evaluations, correspondence, and related documentation.	Three (3) years from the completion of the training program.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to NAC 450B.725	None

Health Departments

Food Protection Manager Certification

LRDA Number 20121840

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the certification process for issuing and / or renewing a Certified Food Protection Manager certificate and photo ID card from the Health Department or District. Records in this series may include but are not limited to certification applications (new and renewal), photo identification, training completion reports and / or certificates, supportive documentation, application fee payment documentation, related correspondence and similar documents.	Three (3) calendar years after the expiration of the certificate.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 446.198, NRS 11.190 (3)(d)(e), NAC 239.165	None.

Health Protection Complaint Files

LRDA Number 20121852

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents complaints made to health departments/districts regarding food-borne illness, trash nuisances, sewage problems, food or product complaints, food establishments, conditions, and other complaints. The record includes county, city and/or town, complainant's name and address, a brief description of the complaint, action taken, and remarks.	Three (3) calendar years from date of entry.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d)	None.

Health Protection Permit Files

LRDA Number 20121853

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of the permits issued by health departments/districts including, but not limited to: food establishments (including bakeries, public schools, airline food service providers, etc.) public spas, public bathing facilities, septic tank pumping contractors and individual sewage systems. The files may include but are not limited to application, inspection reports, copies of invoices, copies of permits issued, renewals, complaints, hearing documentation, related correspondence and similar documents.	Retain for a period of six (6) calendar years from the expiration of the permit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 446 and NAC 446.	None.

Health Departments

Health Protection Temporary Permit Files

LRDA Number 20121854

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of permits and certificates issued to applicants on a temporary basis for such events as fairs, special events and similar occasions. The file may contain but is not limited to application, fee information, inspection reports, related correspondence, and similar material.	Three (3) calendar years from final date of event.	None	None	None

Immunization: Consents

LRDA Number 20070667

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of forms, questionnaires and consents related to adult and/or children's immunizations.	Six (6) calendar years following end of calendar year in which consent form was signed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 629.051, NRS 449.720, NAC 239.165 (1)(2)	None.

Immunization: Statistics

LRDA Number 20070668

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor adult / child immunization programs by health officials.	Permanent.	None	None	None

Inspection Reports and Files

LRDA Number 20070669

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for compliance with public health laws in accordance with state law and regulation. The files may include but are not limited to blueprints, plans, maps, public notices, letters of approval or denial, complaints and investigation reports, copies of construction and occupancy permits, equipment standards, fee documents, hearing documentation, related correspondence and similar material.	Six (6) calendar years from the date of inspection.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

Health Departments

Inventory of Hazardous Waste

LRDA Number 20070670

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents hazardous waste inventories in accordance with state and federal law/regulation.	Permanent.	This record series may contain restricted information.	NRS 239C.090, NRS 239C.210	None.

ISDS (Individual Sewage Disposal Systems) - Commercial Files

LRDA Number 20071438

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remodeling (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include but is not limited to name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, occupancy permit, related correspondence and similar documents.	Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)	"Commercial" includes any business using its own sewage disposal system not connected to a community sewage system.

Health Departments

ISDS (Individual Sewage Disposal Systems) - Residential Files

LRDA Number 20071439

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remodeling (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include but is not limited to name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, occupancy permit, related correspondence and similar documents.	Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)	"Residential" means a single family dwelling with a sewage disposal system not connected to a community sewage system.

Laboratory Services: Accessions of Specimens Records

LRDA Number 20181953

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the daily receipt of specimens for testing in the laboratory. The record may include but is not limited to specimen identification number, date and time of receipt, condition at time of receipt, disposition of specimen, date of testing, identity of person who performed the test.	Two (2) calendar years from the date of receipt.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1105 (a) (1), 42 CFR 493.1283, 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Analytic Systems Records

LRDA Number 20181954

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the ongoing mechanism to monitor, assess and correct problems indicated through analytic systems quality testing. The records may include but are not limited to testing documentation (including performance specifications), inspection reports, policies and procedures for testing, plan of corrective action, copies of accident and incident reports, assessment reports, and similar documentation.	Two (2) calendar years from the date of the record.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1251 through 493.1283, 42 CFR 493.1105 (a) (3) (i), 42 CFR 1231, NRS 652.140, NAC 652.320, NAC 239.165	None

Health Departments

Laboratory Services: Authorization or Request for Test Records

LRDA Number 20181955

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the request or authorization for testing specimens. The records may include but are not limited to name and identification number of the person from whom the specimen was taken, name of authorized person or laboratory that submitted the specimen, the date and time the specimen was taken and the type of test (or tests) required.	Two (2) calendar years from the date of testing.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (1), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Logs, Worksheets, Instrument Printout Reports

LRDA Number 20181948

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document the primary activities and accomplishments of laboratory related services. Reports are usually compiled on a daily, weekly or monthly basis with a summary report created annually. This series may contain but is not limited to narrative of various laboratory activities, records documenting staff participation in activities, achievement reports, printouts, worksheets, program information, correspondence, and similar documents.	Two (2) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3), NRS 652.135, NAC 239.165	None

Laboratory Services: Procedures, Protocols, Instrument Maintenance, Validations

LRDA Number 20181951

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of written instructions, rules and guidelines (often in manual or booklet form) documenting current and past authorized departmental policies and procedures. The series may include but is not limited to established departmental data verifying the suitability of methods and procedures and records of the maintenance, use, and care of departmental instrumentation.	Two (2) calendar years from the date of last use.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3)(i)(5), NRS 652.135, NAC 239.165	None

Health Departments

Laboratory Services: Proficiency Test Reports

LRDA Number 20181950

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the competency of the performance of various laboratory activities. This series may include but is not limited to reports, studies, worksheets, related correspondence and similar documents.	Two (2) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (4), NRS 652.135, NAC 239.165	None

Laboratory Services: Quality Control and Quality Assurance Records

LRDA Number 20181949

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of quality control reviews performed by the department to check the effectiveness of established policies and procedures. Series may include but is not limited to investigative reports, checklists, copies of documents used in the review or audit, staff reviews, copies of policies and procedures, comparison reports, audit work papers, studies, questionnaires, staff training documentation, copies of safety manuals, related correspondence, and similar documents.	Two (2) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3), NRS 652.135, NAC 239.165	None

Laboratory Services: Slides, Cytology

LRDA Number 20181960

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of slides used in specific cytology tests.	Five (5) calendar years from the date of examination	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(i)(A), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Health Departments

Laboratory Services: Slides, Histopathology

LRDA Number 20181961

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of slides used in specific histopathology tests.	Ten (10) calendar years from the date of examination	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(B), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Slides, Pathology Blocks

LRDA Number 20181962

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of blocks used in specific pathology tests.	Two (2) calendar years from the date of examination	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(B)(ii), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Test Reports

LRDA Number 20181947

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document the primary activities and accomplishments of the laboratory for the day. The majority of the reports represent the specific results of tests on the client/patient submitted specimens. The series may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Two (2) calendar years from the date of the report.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (2), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Health Departments

Laboratory Services: Test Reports - Pathology

LRDA Number 20181952

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of tests performed on specimens received by the laboratory for pathology testing. The records may include but are not limited to identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data.	Ten (10) calendar years from the date of reporting.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (2), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Test Reports, Immunohematology

LRDA Number 20181963

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of tests performed on specimens received by the laboratory for immunohematology testing. The records may include but are not limited to identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data.	Ten (10) years after the records of processing are completed or six (6) months after the latest expiration date for the individual product, whichever is the later date. When there is no expiration date, records shall be retained permanently.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (6)(i), 42 CFR 21 CFR 606.160 (d) 1231, NRS 652.135, NAC 239.165	None

Maternal Child Health Program Files

LRDA Number 20101828

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files document maternal health services offered to individuals within the jurisdiction of the local health department. Records may include but are not limited to health screenings, health counseling, parenting skills education, newborn assessments, nutrition and feeding counseling, referrals to doctors and/or other agencies or providers, related correspondence and similar records.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 442.130, NRS 449.720, NRS 629.061, NAC 442.060, NAC 239.165	None.

Health Departments

Notices of Violations and Citations Issued

LRDA Number 20070671

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents citations and notices of violation issued by health departments.	Five (5) calendar years from the date of issuance.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Orders for Maintenance Work

LRDA Number 20070672

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents service requests and may contain but is not limited to work orders, maintenance/repair requests, correspondence and similar documents.	One (1) fiscal year from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Patient Medical Records - Adult

LRDA Number 20121851

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the current and complete medical record for every patient seeking care or service from health departments/districts. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, consent forms, diagnoses, social services reports, clinical assessments, referral sources, intake interviews, mental status examination and assessments, growth charts and allergy history, adverse incident reports, temperature charts, insurance information, summary reports, correspondence and related documents	Six (6) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	None.

Health Departments

Patient Medical Records - Youth

LRDA Number 20181989

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the current and complete medical record for every patient seeking care or service from health departments/districts. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, consent forms, diagnoses, social services reports, clinical assessments, referral sources, intake interviews, mental status examination and assessments, growth charts and allergy history, adverse incident reports, temperature charts, insurance information, summary reports, correspondence and related documents	Retain these records until the individual attains the age of 23.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	None.

Pools and Spa Files

LRDA Number 20071440

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for construction or remodeling (improvement) of pools, spas, "water attractions", and similar public swimming/bathing related structures. This series may include but is not limited to applications, forms, plans, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 444.065 to 444.120, NRS 11.190(3)(d), NAC 444.010 to 444.536	None

Health Departments

Program Reports

LRDA Number 20070674

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the program activities and accomplishments of various Health Department related programs. Reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain but is not limited to narrative of various program activities, records documenting staff participation in activities, achievement files, events files, awards files, enrollment reports, program information, statistics, reports, memorandum, notes, correspondence and related documents.	Retain annual program reports permanently. Retain other activity/program reports (not otherwise scheduled in this section) for Five (5) calendar years from the year created.	Records containing personally identifying health care information are confidential per 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 , NRS 629.061, NRS 629.051	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 , NRS 629.061, NRS 629.051	Programs may include but are not limited to HIV/AIDS Prevention Programs, WIC Programs, Healthy Kids Programs, Chronic Disease Prevention Programs, Injury Prevention Programs, Baby your Baby Programs, Immunization Programs, Sexually Transmitted Disease (STD) Prevention Programs, Senior Programs, and other similar programs

Public Water System Plan Review Files

LRDA Number 20071436

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remodeling (improvement) of any public water system in the state as authorized by NRS 445A.885 and 445A.920. This series may contain but is not limited to blueprints, plans, drawings, specifications, letter of approval or denial, copies of laws and regulations, copies of codes, copies of use and construction permits, related correspondence and similar documents.	Ten (10) calendar years from the end of the calendar year in which the permit was issued. The records pertaining to plans which were denied and not resubmitted must be retained for three (3) calendar years from the end of the calendar year in which they were submitted.	This record series may contain confidential or restricted information under the Nevada Homeland Security Act (NRS Chapter 239C). This record series must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 445A.885, NRS 445A.920, NRS 11.204 (2), NRS 11.190 (3)(d), NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Request for Vital Record

LRDA Number 20161942

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for birth and/or death certificates and may contain but is not limited to requests (letters, forms and similar documents), copies of checks and payment receipts, related correspondence, and similar documentation.	Three (3) fiscal years from the end of the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 440.650 to 440.715, NRS 440.125, NAC 440.070	None.

Health Departments

Ryan White Program Client Grievance Files

LRDA Number 20121857

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the grievance by clients against participating pharmacies submitted to the Ryan White Program. The records may contain but are not limited to grievances with associated documentation, review and tracking utilization documentation, technical training for the pharmacies documentation, termination documentation, related correspondence and similar records.	Three (3) calendar years from the closure of the case.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 300ff-11 et seq., 42 U.S.C. § 300ff-21 et seq., NRS 441A.220, NRS 441A.260, NAC 239.165	None.

Sanitation Investigation Files

LRDA Number 20121855

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of the investigative reports on sanitation in medical facilities, public institutions, child care facilities, senior citizen centers, public accommodations, schools, private water systems, sewer systems, frozen desert plants, milk haulers, RV parks. The files may contain but is not limited to investigative reports, related correspondence, documentation of findings, and similar information.	Three (3) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Sewage and Water System Plan Reviews - Hotels and Motels

LRDA Number 20071441

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remodeling (improvement) of facilities for public accommodations (Hotels, Motels, Boarding Houses, etc.) as authorized by NRS 447.185 and NAC 447.100. This series may include but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 447.185, NRS 11.190(3)(d), NRS Chapter 239C, NAC 447.100, NAC 239.165 (1)(2)	None.

Health Departments

Sewage and Water System Plan Reviews - Mobile Home Parks

LRDA Number 20071442

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remodeling (improvement) of Mobile Home Parks and may contain but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)	None.

Sewage and Water System Plan Reviews - RV Parks

LRDA Number 20071443

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remodeling (improvement) of RV Parks and may contain but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)	None.

Health Departments

Solid Waste Disposal Files (Facility Files)

LRDA Number 20071437

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the operations of permitted facilities that store, treat and/or dispose of solid materials in accordance with the federal and state laws and regulations. The files may contain but are not limited to the following sections: (1) Permit (containing copies of location restrictions, permits, permit conditions, fact sheet, operating / management plans, facility plans, technical review, public notices, public hearings, EPA comments and related documentation): (2) Financial Assurances (cost estimates, bond documentation, insurance documentation, trust documentation, related correspondence and similar documentation): (3) Correspondence (containing general correspondence): (4) Inspections / Compliance (containing inspection reports, incident reports, notice of violations, plan of correction, monitoring reports, demonstrations, certifications, testing analysis, solid waste disposal reports, etc.) (5) Closure and Post-closure (containing plans, cost estimates, closure and post-closure monitoring (compliance) reports, topographical surveys, and related documentation)	One hundred (100) calendar years from the date of closure of the facility. At the end of the retention period this series should be reviewed for historical value and continued retention.	The post-closure operations may last up to thirty (30) years after the facility has closed.	42 USC section § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444	Since the environmental impact of solid waste sites are more or less permanent, these records are necessary for future use.

Statistical Record of Air Quality

LRDA Number 20070677

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of statistical reports documenting ambient air quality and may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	None	None

Swimming Pool Testing Logs

LRDA Number 20071569

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the results of chemical and bacterial testing of local government owned or operated swimming pools.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 444.150	None

Health Departments

TB Control Program Case Files

LRDA Number 20121859

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of case file reports of tuberculosis. The files may contain but are not limited to name, address, social security number, sex, race, birth date and place, marital status, and occupation of the patient, as well as the diagnosis, status, lab slips, therapy provided to the patient, follow-up activity, discharge information, related correspondence and similar records.	Six (6) calendar years from the date of report.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061, NRS 441A.220, NAC 239.165	None.

WIC Client Files

LRDA Number 20101826

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of files for clients applying for and/or receiving supplemental foods and nutrition education from the U.S. Dept. of Agriculture's Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). The files may contain but are not limited to application material, social information, eligibility documents, medical histories, financial documents, related correspondence, and similar documents.	Six (6) calendar years from the close of the case to match state requirement for same record series.	This record series contains confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 246.25, 45 CFR 92.42, NRS 49.251, NRS 422.290, NAC 239.165	None.